



## Okotoks Minor Hockey Association

*"Practice and play like a champion today!"*

Box 1152 Okotoks, AB T1S 1B2

403.710-2213

## OMHA NOMINATION 2020-2021 SEASON

Do you know someone who would be a great volunteer for our organization? If so, please use the following nomination form to nominate them for the 2020-2021 season. The following are roles that are available:

### **Divisional Directors – 1 Year** (*potential to change based on registration/team numbers*)

Initiation	Atom House	Peewee House	Bantam	RHL
Novice	Atom Travel	Peewee Travel	Midget	Female

**Secretary – 2 years**

**President – 3 years**

### Role Description and Recommended Skills

#### Directors

- Must be able to attend a mandatory Directors meeting in mid-August
- Must attend board meetings (monthly)
- Should be familiar and capable of using email/spreadsheets
- Must have flexibility in their employment in the beginning of the season for ranking sessions and coach interviews (mid-Sept to mid-October)
- Responsible for communicating to the membership correspondence received from OMHA
- Some divisions are responsible for scheduling their team's games and communicating those games to all applicable teams
- Some divisions have divisional tournaments, as the Director you are responsible for that tournament, however, you can assemble a team to coordinate
- Should be organized and have the flexibility to answer emails in a timely fashion
- In collaboration with the Executive, create teams/coach skates and select coaches
- Division Directors, or their respective spouses, shall not hold a position of head coach or team manager in that division during his or her tenure as a Division Director

#### Secretary

- Should have social media and technology/website knowledge
- Should have some basic graphic knowledge for the monthly newsletters
- Should be organized and have the flexibility to answer emails in a timely fashion
- Schedules monthly meetings for the board
- Schedules the IGM and AGM, assists in the slideshow
- Distributes meeting agendas, records meeting minutes, and then distributes to the board/membership (where applicable)
- Creates and distributes the monthly newsletter
- Creates, maintains, and updates all OMHA documentation
- Attend all board meetings, IGM, and AGM for OMHA
- Carry out other duties as the OMHA Board may specify



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### President

- Is the primary spokesperson for the association and membership
- Should have volunteered as a board member, or at least been involved in the association, to make the transition to their new role easier
- Should have the flexibility in employment for special meetings, as required, to efficiently operate a large association
- Chairs all special meetings, board meetings, and the IGM/AGM.
- Attend all board meetings, IGM, and AGM for OMHA
- Assist with the Executive Committee and the Board of Directors in the development and implementation of a strategic plan and ongoing strategic planning of the OMHA
- To the best of their ability, ensure that the OMHA is always functioning legally within the provisions of the Constitution and Bylaws, and that the elected Board and its committees are always acting to meet the greater needs of the OMHA

### Nomination Process

1. Read the available roles and their descriptions
2. Discuss the volunteer role with the potential candidate
3. Complete the following Nomination Form (any incomplete nomination forms received will be declared null and void)
4. Email, drop off, or mail the nomination form to OMHA at least 10 days prior to the AGM, please place in an envelope sealed and labeled "Nomination Form 2020-21")

**Email Form to [admin@okotokshockey.com](mailto:admin@okotokshockey.com)**

#### **OMHA Office - Mail Drop Off**

Pason Centennial Arenas (outside the Gold arena entrance on the main level)

204 Community Way, Okotoks, AB T1S 2N3

#### **OMHA Mailing Address**

Okotoks Minor Hockey Association

ATTN: Admin, Nomination Form

Box 1152, Okotoks, Alberta T1S 1B2

5. Nominations and information will be shared with the membership 9 days before the AGM
6. If the number of nominees in an election for one of the available roles exceeds the number of roles to be elected at the election, the election must be by secret ballot
7. If the number of candidates nominated for a specific role is equal to the number of roles to be elected for that role, those nominated are declared elected and no election is required
8. Nominations from the floor will only be accepted where a nomination to fill a particular vacancy has not been received in advance of the Annual General Meeting
9. Please read [OMHA's bylaws](#) for further detail regarding the nomination process



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## OMHA NOMINATION FORM

All nomination forms can be dropped off at the OMHA Office Mail Drop or they can be mailed/emailed to OMHA. Nomination forms will be accepted up until 10 days before the AGM, please allow time for delivery if you choose to mail in the nomination form. If a signature is not provided, we will contact the Candidate to confirm their acceptance.

### Nominator Information

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Nominee/Candidate Information

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Why do you think the above Nominee/Candidate would be good for the role mentioned above?

\_\_\_\_\_

Signature of Nominee

\_\_\_\_\_

Date

I accept the aforementioned nomination for the nominated role

I do not accept the aforementioned nomination for the nominated role, but would accept the following role \_\_\_\_\_.

\_\_\_\_\_

Signature of Candidate

\_\_\_\_\_

Date